



## ENCROACHMENT LICENSE APPLICATION INSTRUCTIONS

CITY USE

- \_\_\_\_\_ ♦ Complete Encroachment License application, obtain owner's/petitioner's signatures, and have notarized. ☐
- \_\_\_\_\_ ♦ A written **legal description** of the property is required. ☐
- \_\_\_\_\_ ♦ A **site plan** showing details of the proposed encroachment is required. ☐
- \_\_\_\_\_ ♦ If within the Regional Center District, you must first obtain **Regional Center approval (Current Planning, 18<sup>th</sup> floor, City-County Bldg.)**. (\*Note: A copy of the **Regional Center approval letter** must be submitted with the encroachment application). ☐
- \_\_\_\_\_ ♦ If within **Historic District** must obtain **IHPC (Indianapolis Historic Preservation Commission) approval** (\*Note: A copy of the "**Certificate of Appropriateness**" must be submitted with the encroachment application). ☐
- \_\_\_\_\_ ♦ Please submit application along with any additional documentation to the address below along with a \$32.00 application fee and \$360.00 license fee. Checks should be made payable to 'THE CITY OF INDIANAPOLIS'.  
Department of Code Enforcement  
1200 Madison Ave., Suite 100  
Indianapolis, Indiana 46225.  
Phone #: (317) 327-8583 Fax #: (317) 327-3125 Email: [row@indy.gov](mailto:row@indy.gov) ☐
- \_\_\_\_\_ ♦ Once the application has been reviewed and approved, you will be contacted to come back to our office to pick up the application packet (all documents submitted). ☐
- \_\_\_\_\_ ♦ You must then obtain the required stamps from the **Treasurer's Office (10<sup>th</sup> floor, City-County Bldg)** AND take and have recorded (**Recorder's Office, 7<sup>th</sup> floor, City-County Bldg.**) ☐
- \_\_\_\_\_ ♦ Your recorded documents will be mailed back to you (typically in about a week). You will then bring back a copy of the Recorded document including the stamped **recorded instrument number**. ☐
- \_\_\_\_\_ ♦ The **Encroachment License** will then be released/issued, as well as the **Right-of-Way Permit** (if applicable), to perform the work to install the encroaching item within the City's right-of-way. ☐



## ENCROACHMENT LICENSE APPLICATION

CASE NUMBER: ENC \_\_\_\_\_ - \_\_\_\_\_

PAYMENT: \_\_\_\_\_

### A. INFORMATION ABOUT BUSINESS BEING LICENSED:

#### 1. ENCROACHMENT LEGAL ADDRESS:

\_\_\_\_\_

#### 2. CONTACT INFORMATION:

	<u>OWNER:</u>	<u>APPLICANT:</u>
NAME:	_____	_____
ADDRESS:	_____	_____
CITY, STATE, ZIP:	_____	_____
E-MAIL ADDRESS:	_____	_____
PHONE & FAX #:	_____	_____

#### 3. BRIEF DESCRIPTION OF ENCROACHMENT (I.E. WHAT ARE YOU PLACING IN THE CITY RIGHT-OF-WAY?) ATTACH ADDITIONAL SHEETS IF NECESSARY:

\_\_\_\_\_  
\_\_\_\_\_

#### 4. LEGAL STATUS OF BUSINESS: ☐ CORPORATION (STATE OF INCORPORATION) \_\_\_\_\_, ☐ PARTNERSHIP OR ☐ SOLE PROPRIETOR.

### B. LENGTH OF TIME APPLICANT INTENDS TO MAINTAIN PROPOSED ENCROACHMENT (LENGTH OF TIME FROM 1-20 YEARS): \_\_\_\_\_

### C. DESCRIPTION OF PROPERTY (ATTACH A LEGAL DESCRIPTION AND TWO (2) SITE PLANS FOR REVIEW) SITE PLANS MUST BE DETAILED AND INCLUDE ANY/ALL NECESSARY INFORMATION.

### D. IS THIS WITHIN THE HISTORICAL DISTRICT?: ☐ YES ☐ NO IF YES, PLEASE ATTACH A COPY OF THE CERTIFICATE OF APPROPRIATENESS TO THIS DOCUMENT.

### E. IN ACCORDANCE WITH THE DRAWINGS ATTACHED TO THIS APPLICATION WHICH ARE HEREBY INCORPORATED AS A PART OF THE APPLICATION, THIS APPLICANT RESPECTFULLY REQUESTS THAT HE/SHE BE GRANTED A LICENSE TO MAINTAIN AN

ENCROACHMENT UPON THE PUBLIC RIGHT OF WAY OF THE CITY OF INDIANAPOLIS, INDIANA, AS DESCRIBED ABOVE, AND PROMISES UNDER OATH THAT HE/SHE AND ALL SUCCEEDING TITLE OWNERS OF THE LAND DESCRIBED IN SECTION A, LINE 1 ABOVE, WILL BE BOUND BY ALL CONDITIONS, RESTRICTIONS, AND LIMITATIONS PLACED BY THE CITY UPON SAID LICENSE, IF GRANTED.

\_\_\_\_\_  
SIGNATURE OF PETITIONER

\_\_\_\_\_  
PRINTED NAME:

\_\_\_\_\_  
COMPANY NAME & TITLE:

\_\_\_\_\_  
DATE:

**INDEMNIFICATION AGREEMENT:**

THE APPLICANT SHALL ATTACH HIS/HER SIGNATURE AND DATE TO THIS AGREEMENT BEFORE AN ENCROACHMENT LICENSE WILL BE GRANTED.

THE APPLICANT/LICENSE HEREBY AGREES TO HOLD HARMLESS AND TO INDEMNIFY THE CITY AS THE RESULT OF ANY ACT OF COMMISSION OR OMISSION ON THE PART OF THE APPLICANT/LICENSEES, HIS/HERS HEIRS, SUCCESSOR ASSIGNS REGARDLESS OF WHETHER SUCH ACTS ARE THE DIRECT OR INDIRECT RESULT OF THE GRANT OF ENCROACHMENT PURSUANT TO THIS LICENSE.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
PRINTED NAME:

\_\_\_\_\_  
COMPANY NAME & TITLE:

\_\_\_\_\_  
DATE:

STATE OF INDIANA        )  
                                  )  
COUNTY OF MARION     )

SUBSCRIBED AND SWORN TO BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, THIS \_\_\_\_\_ DAY \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
COUNTY OF RESIDENCE

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

\_\_\_\_\_  
COMMISSION EXPIRATION DATE

\_\_\_\_\_  
PRINTED NAME

STAMP FROM MARION COUNTY TREASURERS OFFICE:

INFRASTRUCTURE SUPERVISOR/MANAGER APPROVAL:

\_\_\_\_\_

DATE: \_\_\_\_\_

TRAFFIC ENGINEERING APPROVAL:

\_\_\_\_\_

DATE: \_\_\_\_\_